

COURT COMMISSIONER

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional legal and administrative work involved in conducting hearings and related proceedings involving civil complaints and violations of state statutes, City Code, ordinances and regulations as well as performing professional judicial duties in interpreting and applying the local, state and federal laws in the Criminal Court on an as needed basis.

Supervision Received and Exercised:

Receives direction from the Presiding Judge or from other judicial staff

Essential Functions:

Duties may include, but are not limited to, the following:

- Preside over a variety of hearings including all facets of criminal misdemeanor traffic cases filed with the Court and orders of protection hearings and harassment injunctions.
- Conduct hearings and related proceedings such as arraignments and motions on civil citations alleging violations of parking, civil traffic, contested traffic matters; hear testimony, rule on motions and relevancy of evidence presented.
- Hear testimony, question witnesses and examine evidence; assess penalties, issue sanctions and compel attendance of witnesses.
- Research and analyze issues based on applicable ordinances, codes and regulations; apply law and precedent to facts and rule on the evidence presented; impose sanctions and determine disposition; prepare summaries of findings and issue decisions.
- Enter default judgments against defendants who fail to appear; assess prescribed fines.
- Issue subpoenas, administer oaths and instruct parties as to their rights.

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Court Commissioner (continued)

- Assist in the development of policies, procedures and methods of operation; prepare reports and related documentation.
- Perform all related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience as an attorney including responsibilities for preparing and presenting trial cases. Experience as a civil traffic officer, commissioner and/or judge in a municipal court is preferred.

Education:

A Juris Doctorate from an American Bar Association accredited law school.

Licenses/Certifications:

Member of the State Bar of Arizona in good standing for a minimum of five years.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Court commissioners shall be appointed for a two year term and may be removed during the term by the presiding judge for cause and after a hearing. Court commissioners shall comply with the Arizona Code of Judicial Conduct and all personnel rules and regulations of the city as applicable.

Job Code: 433

FLSA: Exempt